



TERRI L. McDONALD  
Chief Probation Officer

## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

March 12, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

34 March 12, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

### **AUTHORIZATION TO EXTEND CONTRACT NUMBER 77642 WITH PHAMATECH INC. FOR DRUG TESTING SERVICES FOR THE LOS ANGELES COUNTY PROBATION DEPARTMENT**

**(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

The County of Los Angeles Probation Department (Probation) is requesting delegated authority to extend contract number 77642 with Phamatech Inc. for Drug Testing Services

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Chief Probation Officer or her designee to prepare and execute, upon approval as to form by County Counsel, modification to contract number 77642 with Phamatech Inc. to extend the contract period for twelve (12) months at an estimated amount of \$300,000 effective April 1, 2019 through March 31, 2020, and for a subsequent twelve (12) month option period at an estimated amount of \$300,000, upon approval as to form by County Counsel.
2. Delegate authority to the Chief Probation Officer or her designee to prepare and execute amendments to the contract for any decrease or increase not to exceed fifteen (15%) percent of the cost per analyte and/or one hundred eighty (180) days to the period of performance pursuant to the terms of the contract, upon approval as to form by County Counsel.
3. Delegate authority to the Chief Probation Officer or her designee to approve necessary changes to scope of service, non-material, technical, and administrative changes, and to terminate, in whole or

in part, contract with Phamatech Inc., once Probation has completed its solicitation and entered into an agreement for drug testing services.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to authorize the Chief Probation Officer or her designee to modify contract number 77642 with Phamatech Inc. to extend the contract period. Although Probation plans to release a solicitation for drug testing services, this has been postponed to allow for additional time to first assess current processes, procedures, and technologies in Observed Narcotics Testing and Laboratory Confirmation Reporting. As part of this effort, Probation conducted a market survey through a Request for Information (RFI) in November 2018. Once Probation has completed its assessment of Observed Narcotics Testing and Laboratory Confirmation Reporting and RFI findings, Probation will release a Request for Proposals (RFP) for drug testing services.

The proposed contract extension will avoid an interruption in services and allow time for Probation to review the RFI responses and complete a new solicitation for services. The Chief Probation Officer or her designee will have delegated authority to terminate this extension, in whole or in part, at the sole discretion of the County once the solicitation process has been completed and Probation has entered into an agreement for drug testing services.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the County of Los Angeles Strategic Plan Goal III: Realize Tomorrow's Government Today. Specifically, it will address Strategy III: Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

### **FISCAL IMPACT/FINANCING**

The cost for the contract extension is estimated at \$300,000 for the twelve (12) month period from April 1, 2019 through March 31, 2020 and fully funded by Net County Cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The current contract expires on March 31, 2019. The term of the contract extension shall be for a twelve (12) month period from April 1, 2019 through March 31, 2020. There is no departmental employee relations impact since this is not a Proposition A contract. Probation has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this contract.

The contract contains the Board's required contract provisions including consideration of qualified County employees targeted for layoffs, GAIN/GROW participants for employment openings, compliance with Jury Services Ordinance, Safely Surrendered Baby Law and the Child Support Program. The County will not request the Contractor to perform services that exceed the Board-approved contract amount, scope of work or contract term.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will avoid a break in services and allow Probation to complete its solicitation process.

Respectfully submitted,



TERRI L. McDONALD

Chief Probation Officer

TH:DS:or

c: Executive Officer  
Chief Executive Office  
County Counsel